

Virtual Event Planner

Infinity Conference Group, Inc. (INFINITY), a growing event management and professional services firm in Herndon, Virginia has an exciting opportunity for a Senior Conference Manager to join our team. INFINITY has over 30 years' experience in conference and project management serving the federal government and non-profit sectors. We currently host 20+ virtual events per year ranging in size from 15 to 6000 participants which include virtual meetings/conferences, webinars, instructor led trainings, and livestreaming. We expect our Federal government customers to increase virtual meetings and are looking for the ideal candidate to join our growing team.

Are you energetic and self-motivated with a “can-do” attitude, enjoy new challenges, a self-starter, and wishes to be part of a results-oriented team? This position will provide support for virtual meetings, conferences and webinars hosted on a variety of platforms. You must have strong communication and organization skills, an exemplary ability to follow deadlines, and a proven track record of technical aptitude and successful virtual event coordination.

Duties and Responsibilities

- Planning, setup and facilitating logistics and activities for all online events and trainings as well as other administrative duties as assigned
- Continually monitoring and adhering to project timelines
- Participating in weekly internal and client facing planning calls and call summary preparation
- Developing and updating meeting websites
- Producing and monitoring event registration in virtual platform or registration system (Zoom, Aventri, Cvent)
- Setting up and building out virtual events in selected platform (primarily Zoom)
- Sending reminder emails and logistics information to registered attendees
- Communicating with speakers/presenters, coordinating scheduling, and recording and editing speaker presentations
- Conducting speaker trials and dry runs for virtual events
- Developing and/or editing meeting materials, including agendas, presentations, timelines, and templates for data collection and organization
- Guiding speakers to produce ADA-compliant presentations as well as preparing ADA-compliant PowerPoint and Word files
- Preparing logistics and transition PowerPoint slides, creating program rundowns and other materials to facilitate virtual events
- Hosting meetings and webinars on the days of the events including monitoring waiting rooms, launching polls, creating and managing breakouts, monitoring chat, playing recordings, advancing slides, etc.
- Measuring, tracking, and reporting results from online events with recommended actions and post-event reporting

- Conducting other administrative and research tasks as requested by the client

Preferred Knowledge, Skills and Abilities:

- Bachelor's degree and five years of event/conference coordinating experience
- Advanced virtual platform experience (Zoom, WebEx, MS Teams, etc.)
- Video editing experience
- Online registration setup (Zoom, Aventri, Cvent, and/or other registration systems)
- Experience with online exhibits or poster presentations
- Demonstrated ability to pay attention to detail, work independently, set priorities, and multitask in a fast-paced environment
- Developing and managing workplans and budgets
- Exceptional oral and written communication skills and the ability to communicate positively and tactfully
- Proven experience working collaboratively in a remote environment
- US Citizen
- Proof of vaccination for COVID-19

Position offers a hybrid work schedule and competitive compensation, based on experience. Our benefits package is generous and includes paid time off, federal holidays, health/dental/vision insurance, short term disability, and 401(k).

Qualified candidates should submit their resume no later than October 14, 2022. Direct applicants only please – no agencies.